Job Title: Accounting Assistant  
Wage/Hour Status: Non-Exempt

Reports To: Business Manager  
Job Length: 12 months

Dept./School: District Office  
Date Revised: June 2019

Primary Purpose:
Assist with financial accounting and reporting related to accounts payable and payroll.

Qualifications:
Education/Certification:  
High school diploma or GED

Special Knowledge/Skills:  
Proficient keyboarding skills. Typing 50wpm. Intermediate skills in Excel and Word required  
Effective organization and multitasking skills required  
Willingness and ability to professionally correspond by email and telephone  
Understand complex, multi-step written and oral instructions.  
Problem solving skills are required to identify issues and create action plans. Problem solving with data requires interpretation of guidelines.

Experience:
Two years’ clerical experience in office setting (school setting preferred)

Major Responsibilities and Duties:
* Receive and direct incoming calls, take reliable messages  
* Greet and assist administrators, staff, parents and students as needed  
* Process payments and issue disbursements  
* Perform pre-audits of all invoices for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with guidelines and statutes  
* Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines  
* Monitor, research and resolve invoice discrepancies and issues related to vendor accounts  
* Facilitate annual and/or regulatory audit requests providing support and documentation on internal processes for accounts payable and payroll matters  
* Work under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating with others while operating within a defined budget  
* Disseminate information to staff and/or outside parties regarding procedures and requirements for processing transactions  
* Prepare special reports and reconciliations as requested  
* Assist with preparation of materials for mailing  
* Sort, distribute, or deliver mail, messages, and other documents  
* Compile, reconcile, and file annual 1099 forms

Supervisory Responsibilities:
None

Equipment Used:
Computers, printers, calculator, phones

Working Conditions (Mental Demands/Physical Demands/Environmental Factors)
Maintain emotional control under stress. Work with frequent interruptions. Continuous sitting.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be require

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